



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-09-034	OPENING DATE: 01-28-2011	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: Auditor JS 945-9/11/12	TYPE OF APPOINTMENT: Career Service	SALARY: \$51,630 - \$97,333 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Executive Office	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-12

**BRIEF DESCRIPTION OF DUTIES:** This position is located in Executive Office and is responsible for internal auditing activities of the District of Columbia Courts. Incumbent is responsible for performing the full range of tasks associated with auditing and evaluating the D.C. Courts' operations and programs. Performs internal audits by following steps outlined in pre-established audit plan/program, including random selection of records to be examined, physically witnessing the operations and procedures of an office, and interviewing pertinent employees, supervisors and division directors. Reviews laws, rules and regulations pertaining to audits; collects, analyzes, and summarizes evidence in support of audit conclusions; prepares working papers, schedules and reports to document audit results; and identifies controls over operations, recognizing weaknesses in controls. Assists external auditors contracted to evaluate Court operations or programs. Conducts studies, reviews, or other audit related work as assigned by the Chief Auditor.

**MINIMUM QUALIFICATIONS:** A degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting, plus one (1) year of experience performing federal audits. **Documentation of education (copy of HS diploma, G.E.D. certificate, or college transcript or degree) must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. You must complete, and submit with your application, the attached **SUPPLEMENTAL APPLICATION FORM (SAF)**, on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to complete and submit the SAF with your application will disqualify you from further consideration.**

- 1. Basic knowledge of GAAP, GAGAS and GAAS principles, practices, procedures, controls and concepts.**
- 2. Basic knowledge of analytical review and audit testing techniques used to assess programs and functions analyze problems and evaluate operations.**
- 3. Basic knowledge of management operations and organizational principles and practices, in order to evaluate organizational effectiveness and efficiency and assess compliance with internal controls Federal statutes and regulations.**
- 4. Basic understanding and ability to assess automated financial systems applications in order to properly evaluate operations.**
- 5. Ability to communicate effectively, orally and in writing, in order to convey ideas and concepts, explain rationale, and present ideas, concepts and recommendations in a clear and concise manner.**

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

### Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.

**Email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)** For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

## SUPPLEMENTAL APPLICATION FORM

### *Ranking Factors Response*

#### **Auditor**

The following five Ranking Factors will be used to rate your qualifications for the Auditor position. For each of the five factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your description of experience, please attach additional sheets of paper.*

#### **1. Basic knowledge of GAAP, GAGAS and GAAS principles, practices, procedures, controls and concepts.**

##### A. Experience:

- ☐ I have not used this knowledge in a full time position.
- ☐ I have used some of this knowledge as part of a team/unit involved in internal audits.
- ☐ I have used this knowledge extensively in a full time position, with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this knowledge more than 50 percent of the time while on duty.

**Provide a brief description of your experience utilizing this knowledge in each of the human resources areas listed above, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:** \_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**2. Basic knowledge of analytical review and audit testing techniques used to assess programs and functions analyze problems and evaluate operations.**

A. Experience:

- ☐ I have not used this knowledge in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit.
- ☐ I have used most of this knowledge extensively in a full time position with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this knowledge more than 50 percent of the time while on duty.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**3. Basic knowledge of management operations and organizational principles and practices, in order to evaluate organizational effectiveness and efficiency and assess compliance with internal controls Federal statutes and regulations.**

A. Experience:

- ☐ I have not used this knowledge in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit.
- ☐ I have used most of this knowledge extensively in a full time position with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this knowledge more than 50 percent of the time while on duty.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:**\_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**4. Basic understanding and ability to assess automated financial systems applications in order to properly evaluate operations.**

A. Experience:

- ☐ I have not used this knowledge in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit.
- ☐ I have used most of this knowledge extensively in a full time position with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. I use this knowledge more than 50 percent of the time while on duty.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**5. Ability to communicate effectively, orally and in writing, in order to convey ideas and concepts, explain rationale, and present ideas, concepts and recommendations in a clear and concise manner.**

A. Experience:

- ☐ I do not have experience with this factor.
- ☐ I have experience working with the public on an individual or case basis, requiring the processing of written documents or completion of forms.
- ☐ I have used this ability over the past two years on a daily basis. I develop and present orally and in writing to superiors, after my presentations are reviewed and approved by a supervisor.
- ☐ I have had formal education **or** training in public speaking **or** oral communication. I have experience making oral presentations before a group, plus experience requiring report-writing.

**Provide a brief description of your experience utilizing this skill, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:**\_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**